

**Instructions for completing Form D:
OPM Additional Position Request Form**

Before filling out these request forms, please be sure to enter your Business Area/Name in the area provided at the top of the form.

1. **Number of Positions:** This column indicates the number of positions to be created of the same classification with **identical** information. For example: 10 positions are to be created and they all have identical information (i.e. Designation, Class Code, Title, Fund, Funds Center, Cost Center, etc), enter a 10 in this column. If 10 positions are to be created, but they all have different information (i.e. Designation, Class Code, Title, Fund, Funds Center, Cost Center, etc) enter them individually. For each new position requested, a position classification questionnaire (PCQ) and any other supportive documentation should be attached.
2. **Change Level / Designation:** Enter the change level/designation code (C01, C02, or C08) for the new position based on the agency's established budget priorities..
3. **Class Code:** Enter the 4 digit class code of the job that is being requested for the position. If the job is new and does not have a class code, enter "NEW" in the cell.
4. **Requested Title:** Enter the existing title of the job to be used for the requested position. If the Job is new, enter the proposed title. A Position Classification Questionnaire (PCQ) must be filled out for the additional position being requested and submitted with the OPM Additional Position Request Form D.
5. **Pay Grade:** Enter the authorized Pay Grade of the job for the requested position. If the position is going to have a new job, enter the requested pay grade for that job.
6. **Sal YR 1:** Only enter salary data in this column. If the requested job is new **AND** unclassified (Grade 66 and 99). enter the requested year 1 Line Item Maximum Salary.
7. **Sal YR 2:** Only enter salary data in this column. If the requested job is new **AND** unclassified (Grade 66 and 99), enter the requested year 2 Line Item Maximum Salary.
8. **CLIP:** Enter a (**Y**) if the requested position is to be designated as CLIP. Enter an (**N**) if the requested position is not to be designated as CLIP.

9. **Org Unit:** Enter the Organizational Unit where the position is to be placed. If the Org Unit is not known, enter the master Org Unit. This data can be changed in AASIS after conversion.
10. **Cost Center:** Enter the Master Cost Center for the requested position. If the position is to be distributed across multiple Cost Centers, enter the cost centers individually in the rows below the Master Cost Center provided for the position.
11. **Commitment Item:** Enter the Commitment Item for the requested position. (501:00:00 Regular Salaries / 501:00:01 Extra Help)
12. **Cost Element:** Enter the Cost Element for the requested position. (5010001000 Regular Salaries / 5010002000 Extra Help)
13. **Fund:** Enter the Fund for the requested position. If the position has multiple Funds, enter them individually in the rows below the first fund given for the position.
14. **Funds Center:** Enter the Funds Center for the requested position. If the position will use multiple Funds Centers, enter them individually in the rows below the first Funds Centers given for the position.
15. **Personnel Area:** Enter the Personnel Area for the requested Position.
16. **Personnel Sub Area:** Enter the Personnel Sub Area for the requested Position.
17. **Employee Group:** Enter the Employee Group for the requested Position. (1 for Regular Positions or 7 for Extra Help Positions)
18. **Employee Sub Group:** Enter the Employee Sub Group for the requested Position.
19. **YR 1 Months:** Enter (12) unless the position is cost distributed between/among multiple cost centers. Total number of months for a position cannot exceed 12.
20. **YR 2 Months:** Enter (12) unless the position is cost distributed across multiple cost centers. Total number of months for a position cannot exceed 12.